Job Title: Risk Management Administrator

Department: Human Resources

Immediate

Supervisor: Human Resources Director

Origination Date:	10/18/2001
Revision Date:	07/01/2012
Job Grade	610
FLSA Status	Exempt

BRIEF DESCRIPTION OF THE JOB:

Manages and coordinates the health insurance, life insurance, dental insurance, flex plan, General Liability, property, inland marine, fleet, land use, umbrella, litigation, commercial driver's license training and compliance, Workers' Compensation, intergovernmental programs, safety, and accident prevention programs. Position promotes and trains on safety issues and ensures compliance with regulatory agencies to minimize personal injury, accidents, and City liability to promote a safe and healthy workplace. Conducts inspections, investigations, consultations, training, and the coordination of all claims activities. Reviews all changes in contracts for insurance requirement types and levels of coverage coupled with hold harmless indemnity language to insure protection of the City from financial loss. Prepares employees for depositions and court appearances in response to legal action involving the City where the general liability and related coverage or Workers' Compensation polices would respond. Supervises specialist personnel relating to administration of Safety, Workers' Compensation, and Benefit programs.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

Physical	
Strength Code	ESSENTIAL FUNCTIONS
1 S	Directs and manages activities with insurance companies (health, life and dental) by managing the insurance program; projecting costs for employee and employer contributions; projecting revenue and expenses for accounts; negotiating premiums, terms, and conditions of insurance contracts; researching policy alternatives; and processing policy renewals.
2 S	Evaluates and prevents potential risk by participating in the development and implementation of safety training and loss prevention programs; resolving safety problems; inspecting and reviewing operations and facilities for risk management provisions; maintaining record systems; identifying risk and determining financial consequences; ensuring that appropriate security, safety, fire protection, and hazardous waste measures are implemented; administering preventative measures; interpreting laws and safety procedures; and leading safety teams.

	Physical	
	Strength Code	ESSENTIAL FUNCTIONS
3	S	Manages program operations by preparing, reviewing and evaluating budget requests; administering the divisional operating and employee safety budget, monitoring expenditures, researching cost savings, and alternate funding; implementing goals and objectives; establishing policies and procedures for economical operations; maintaining the City's loss prevention, safety, general liability, fleet, inland marine, property, land use, umbrella, and Workers' Compensation policies and administrative guidelines; preparing statistical reports and making recommendations. Develops and provides leadership in creating a "safety first" employment culture.
4	S	Administers loss prevention, safety, general liability, fleet, inland marine, property, land use, umbrella, and Workers' Compensation programs by implementing programs for injuries/exposures, health and medical monitoring, and industrial medicine. Issues statistical reports and investigates all accidents. Advises and instructs staff regarding loss exposures, methods of prevention and control, and compliance with all regulatory agencies. Responsible for motor vehicle safety programs, policies and administrative guidelines, including all Commercial Driver's License (CDL) requirements.
5	S	Reviews all changes in contracts for insurance requirements, including types and levels of coverage coupled with hold harmless indemnity language to insure protection of the City from financial loss.
6	S	Prepares employees for depositions and court appearances in response to legal action involving the City where the general liability and related coverage or Workers' Compensation polices would respond.
7	S	Organizes Open Enrollment and performs administrative tasks in relation to the administration of risk management and employee benefits such as conducting the annual benefit survey of benchmark cities and employee satisfaction survey as it relates to benefits; responding to benefits surveys; coordinating and providing minutes for Insurance Committee and other Risk Management Committee meetings; presenting Goodyear Employee Orientation and education programs; conducting periodic audits to ensure that billing and employee benefit elections data entry correspond; assisting with billing issues; writing articles for the "Same Page" and educational e-mails on benefit and Risk Management related issues; presenting "Benefit Minute" updates at departmental and division meetings; and maintaining insurance certifications for Citywide tracking.
8	S	Manages the Employee Health Clinic by promoting utilization and monitoring employee usage.

JOB REQUIREMENTS:

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Formal Education /	Work requires broad knowledge in a general professional or technical field.
Knowledge	Knowledge is normally acquired through four years of college resulting in a
_	Bachelor's degree or equivalent.
Experience	Minimum five years experience in a related field.
Certifications and	Valid Driver's License.
Other Requirements	
Reading	Work requires the ability to read general correspondence, memorandums,
	letters, reports, and federal, state, and city regulations and laws at a college
	level.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division. Must have the ability to
	create statistical reports on injury rates, premiums, industry averages, ratios, etc. All at a college level.
Writing	Work requires the ability to write business memorandum, statistical reports,
Willing	and office correspondence at a college level.
Managerial	Complex - Work requires supervising and monitoring performance for a
Widnagoriai	regular group of employees including providing input on hiring/disciplinary
	actions and work objectives/ effectiveness, performance evaluations, and
	realigning work as needed. A first line supervisor typically performs these
	functions.
Policy / Decision	Significant - The employee normally performs the duty assignment
Making	according to his or her own judgment, requesting supervisory assistance
	only when necessary. Projects and daily work are managed with little
	oversight, however special assignments and significant work products may
	be reviewed upon completion. Typically positions in this category are
	supervisor to mid-management jobs.
Budget Responsibility	Substantial - Has responsibility for final approval of at least one division
	budget and presents the budget(s) to Senior Management. Is authorized to
	approve division budgeted expenditures for both staff and resources up to
T. 1 ' 101'II	the amount that requires the approval of Senior Management.
Technical Skills	Comprehensive Application - Work requires a comprehensive, practical
	knowledge of a technical field with use of analytical judgment and decision-
Interpersonal / Human	making abilities appropriate to the work environment of the organization. High - Interactions at this level usually impact the implementation of
Interpersonal / Human Relations Skills	policies. Contacts may involve interpretation of how policies are
Relations Skins	implemented and may require discussion and the support of controversial
	positions or the negotiation of sensitive issues or important presentations.
	During interactions on policy implementation, contacts may also involve
	stressful, negative interactions requiring high levels of tact and the ability to
	respond to aggressive interpersonal interactions.

Physical Demands

Frequency Code Scale

N = Never	R = Rarely	O = Occasionally	F = Frequently	C = Constantly
Never occurs	Less than 1 hour/week	Up to 1/3 of the time	From $1/3$ to $2/3$ of the time	2/3 or more of the time

Physical	Frequency Code	Description:	Physical	Frequency Code	Description:
Demand	(Mark only one)	(Check all that apply)	Demand	(Mark only one)	(Check all that apply)
Standing	□ N □ R □ O ⊠ F □ C	 ☒ Making presentations ☒ Observing work site ☒ Observing work duties ☒ Communicating with co-workers 	Pushing/ Pulling	□ N □ R □ O □ F □ C	☒ File drawers☒ Equipment☒ Tables and chairs☐ Hoses
Fine Dexterity	□ N □ R □ O □ F ⊠ C	☑ Computer keyboard☑ Telephone keypad☑ Calculator☐ Calibrating equipment	Climbing	□ N □ R □ O □ F □ C	⊠ Stairs □ Ladders □ Step stools ☑ Onto equipment
Walking	□ N □ R □ O ⊠ F □ C	☑ To other departments/offices☑ Around work site	Vision	□ N □ R □ O □ F ⊠ C	☒ Reading☒ Computer screen☒ Driving☒ Observing work site
Lifting	□ N ⊠ R □ O □ F □ C	☑ Supplies☑ Equipment☑ Files	Foot Controls	□ N ⊠ R □ O □ F □ C	☑ Driving☐ Operating heavy equipment☐ Operating Dictaphone
Carrying	□ N ⊠ R □ O □ F □ C	⊠ Supplies ⊠ Equipment ⊠ Files	Balancing	□ N □ R □ O □ F □ C	☐ On ladders ☑ On equipment ☐ On step stools
Sitting	□ N □ R □ O □ F ⊠ C	☑ Desk work☑ Meetings☑ Driving	Bending	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground☒ Making repairs
Reaching	□ N □ R □ O ⊠ F □ C	☒ For supplies☒ For files	Crouching	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground
Handling	□ N □ R □ O □ F ⊠ C	☑ Paperwork☑ Monies	Hearing	□ N □ R □ O □ F 図 C	☑ Communicating via telephone/radio, to co-workers/public☐ Listening to equipment
Kneeling	□ N ⊠ R □ O □ F □ C	☒ Filing in lower drawers☒ Retrieving items from lower shelves/ground	Twisting	□ N □ R □ O ⊠ F □ C	☒ From computer to telephone☒ Getting inside vehicle
Crawling	□ N ⊠ R □ O □ F □ C	☐ Under equipment☐ Inside attics/pipes/ditches☐	Talking	□ N □ R □ O □ F ⊠ C	☑ Communicating via telephone/radio, to co-workers/public
Other		(Explain)			

Physical Demands (continue	ed)							
Machines, Tools, Equipmen	t and Work	Aids:						
Typical Office Equipment: Copier, Pri	nter, Calculator,	Telephone, Fa	x Machine, Ve	hicle.				
Computer Equipment and S	Software:							
Risk Information system R.I.M.S., Mic		ite, Lotus Notes	S					
-								
Environmental Factors:								
Environmental Condition	ons	Never	Seasonally	Several T	imes	Several Ti	mes	Daily
			Ĭ	Per Mo	nth	Per Wee	k	
Extreme temperature (heat, cold, extreme temp. changes fi	rom outside			X				
work)	ioni ouisiuc]
Wetness and/or humidity (bodily discomfort from moisture)		X						
Respiratory hazards								
(fumes, gases, chemicals, dust and d	irt)	×						
Noise and vibration (sufficient to cause hearing loss)	X							
Physical hazards								
(high voltage, dangerous machinery prisoners, patients – <u>not customers</u>)	(high voltage, dangerous machinery, aggressive							
Health and Safety Condition		D D 1		. 11		D 4	-	G
Health and Safety Conditions	N = Never Never	R = Rarel Less than	•	ccasionally or more of		Frequently n 1/3 to 2/3		Constantly or more of
	occurs	hour per we		ne time	_	the time		the time
Mechanical hazards	×							
Chemical hazards	X							
Electrical hazards	X							
Fire hazards	X							
Explosives	X							
Communicable diseases	×							
Physical danger or abuse	×							
Other (specify)								
Primary Work Location: Office Environment Warehouse Shop Vehicle Recreation Centers/Neighborhood Outdoors Other (Specify)								
Protective Equipment Requ	ireu:							

Job Demands

Overall Strength Demands:

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⊠ Sedentary	Exerting up to 10 pounds occasionally or negligible weights frequently; sitting most of the time.
Light	Exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly <u>AND/OR</u> walking or standing to a significant degree.
☐ Medium	Exerting 20-50 pounds occasionally, 10-25 pounds frequently, or up to 10 pounds constantly.
☐ Heavy	Exerting 50-100 pounds occasionally, 25-50 pounds frequently, or from 10 up to 20 pounds constantly.
□ Very Heavy	Exerting over 100 pounds occasionally, 50-100 pounds frequently, or from 20 up to 50 pounds constantly.

Non-physical Demands:

Non-physical Demands	Frequently	Occasionally	Rarely	Never
Time Pressures	×			
Emergency Situations		×		
Frequent Change of Tasks	×			
Irregular Schedule/Overtime	×			
Performing Multiple Tasks Simultaneously	×			
Working Closely with Others as Part of a Team	X			
Tedious or Exacting Work		×		
Noisy/Distracting Environment		×		
Other (Describe below.)				

EXPECTED BEHAVIOR:

Manager/Supervisor – Expected Behavior

The incumbent is expected to embrace, support, and promote the City's core values, beliefs, and culture, which include but are not limited to the following:

- Be positive. Do not participate in gossip or allow gossip or negative comments
- Make time for your employees.
- Maintain confidentiality
- Ensure work plans are prepared and communicated to employees at the time of hire and subsequent dates.
- Ensure evaluations in your area are turned in on time, and are fair and accurate reflections of the work performed for the entire evaluation period.
- Ensure all new employees are trained and mentored
- Prepare career plans. Ensure tools/resources are available for employees to achieve goals
- Walk the talk be an advocate for the Goodyear culture
- Make communication within your department a top priority
- Encourage positive feedback
- Be accountable submit responses to all requests for information by due date and meet deadlines.
- Support a learning environment
- Be on time for all meetings
- Be a champion of the cities policies and procedures and the classification and compensation program.
- Create and implement ethical standards for your worksite
- Respond to personnel issues immediately
- Ensure employees are allowed to participate ion teams and have time to do so
- Prepare and update standard operating procedures, and departmental operation plans annually.
- Ensure that your employees have the necessary resources they need to be successful within budgetary constraints.
- Be accountable for monthly/annual budget expenditures and be fiscally responsible
- Monitor department accomplishments related to performance indicators
- When wrong, state so
- Discussing and planning should be followed up with action
- Let common sense prevail
- Motivate your employees provide positive feedback
- Be visionary anticipate issues
- Mentor and build internal capacity in order for the employees to be able to compete
- Support organizational change
- Support the City's values and mission
- Establish and maintain positive and effective working relationships with co-workers, supervisors, subordinates, contractors, and vendors.
- Understand and interpret City policies and procedures, and make rational decisions/ recommendations in accordance with established policy.
- Work in a safe manner and report unsafe activities and conditions. Follow the City-wide safety policy and practices and adhere to responsibilities concerning safety prevention, reporting, and monitoring. Safety is everyone's responsibility. Make it a critical part of the day to day operations
- Encourage teamwork and participation by all employees

- Lead by example
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

SIGNATURES—REVIEW AND COMMENT:

I have reviewed this job analysis and its attachments and find it to be an accurate description of the demands of this job.

	Signature of Employee	Date
Job Title of Supervisor	Signature of Supervisor	Date
Job Title of Department Director	Signature of Department Director	Date
nents:		

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.